

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

CEMRO-ED-M

Memorandum
No. 1110-1-3

15 Jun 1994

Engineering and Design
ARCHITECT-ENGINEER (A-E) CONTRACT PERFORMANCE EVALUATION

1. Purpose. This memorandum defines responsibilities and establishes policies and procedures for preparation of ENG Form 1421-R (TEST), Performance Evaluation (A-E).

2. Applicability. In accordance with FAR and EFARS, a performance rating must be prepared for all completed contracts that are in excess of \$25,000 and are awarded under the jurisdiction of the Chief of Engineers to architects, architect engineers, consultants, or other technical firms or individuals performing professional or expert services.

3. References.

- a. FAR 36.604.
- b. FAR 53.301-1421.
- c. DFARS 236.604.
- d. AFARS 36.604.
- e. EFARS 36.604.
- f. CEMP-ES, Commander's Policy Memorandum #13, Performance Evaluations for A-E, 28 May 1991.
- g. CEMP-ES, Engineer Circular (EC) 715-1-86, A-E Performance Evaluation, 1 June 1993.

4. Policy.

a. Performance of A-E contractors shall be evaluated fairly and objectively. The ratings should not be subject to negotiation with A-Es. However, ratings of "below average" and "poor" may be appealed in accordance with the procedures herein.

b. A-E contractors shall be kept formally apprised of the quality of their work throughout contract performance.

This memorandum supersedes DM 1110-1-3, dated 15 December 1991.

5. Evaluation Form. Performance evaluations shall be reported on ENG Form 1421-R (TEST), Performance Evaluation (A-E), Appendix A. This form has been structured to record accurate assessments by the personnel closest to the project who are able to evaluate the A-E's performance on a wide variety of services performed by A-E firms. It is important that persons completing the evaluation form follow the supplemental instructions for the Corps of Engineers in Appendix B.

6. Contracts Requiring Performance Evaluation. Performance evaluations are required for all contracts for A-E services in excess of \$25,000 no matter what type of services are involved. Performance evaluations may be made for contracts below this value if the A-E's performance is particularly commendable, or if it is unsatisfactory.

7. Evaluation of A-E Performance at Completion of Design/Engineering Services.

a. Design contracts. A performance evaluation shall be prepared by the Technical Manager (TM) responsible for the design contract within 30 days of completion of design. Design reviewers will provide the TM with an assessment of the quality of design by completing MRO Form 1555, Performance Rating of A-E, Appendix C. The TM will incorporate these comments in completing ENG Form 1421-R (TEST).

b. Engineering services. A performance evaluation shall be completed within 30 days of acceptance of the product of the A-E contract. Only one evaluation is required unless construction or some other type of activity results from the A-E design.

c. Indefinite Delivery Type (IDT) contracts. For IDT contracts where there is more than one TM initiating work orders under a contract, the chief of the office responsible for administration of the contract will assign a single point of contact who will be responsible for the preparation of the A-E performance evaluation. This individual shall utilize MRO Form 1555, Performance Rating of A-E, in soliciting the TM's evaluations on multiple delivery orders before completing one final A-E performance evaluation on ENG Form 1421-R (TEST).

(1) Delivery orders over \$100,000. A performance evaluation shall be prepared within 30 days of completion of design for each delivery order over \$100,000.

(2) Delivery orders under \$100,000. One evaluation shall be prepared within 30 days at completion of design of the delivery orders issued in each period of contract performance, in lieu of one for each delivery order.

15 Jun 94

8. Construction Evaluation of A-E Performance. An A-E performance evaluation shall be prepared by the Area Engineer responsible for the construction contract resulting from A-E design. This evaluation is to be prepared on ENG Form 1421-R (TEST), within 30 days of physical completion of the construction contract. The Area Engineer will serve as the Rating Official, and the Contracting Officer's Representative (COR) within Engineering Division will serve as the Reviewing Official. Construction Division will provide detailed instructions to the area offices for completing ENG Form 1421-R (TEST), Performance Evaluation (A-E). Area Engineers will be instructed to complete ENG Form 1421-R (TEST), except for blocks 1, 4, 8a, 8b, 8c, 9, 10a(1), 10a(2), 11, 15, 16a (Design/Services), 17 and 18, which will be completed by the TM, Engineering Division. Construction Division will then provide Engineering Division, Military/Civil Engineering Management Branch, A-E Contracts Support Section (CEMRO-ED-MG), with the original signed evaluation for further processing by the TM.

9. Assessment of Overall Rating. The overall rating is based on the ratings in the discipline and attribute matrices. The relative occurrence of "outstanding" and "unsatisfactory" ratings determine the overall rating. While this is a matter of judgment, general guidance is given below to promote a degree of uniformity.

a. Excellent. Should be supported by "outstanding" ratings on the matrices on all significant factors. No rating factors should be "unsatisfactory."

b. Above Average. Should be supported by a majority of "outstanding" ratings for significant rating factors. No significant rating factor should be "unsatisfactory."

c. Average. Quality of work is acceptable in an overall sense. No significant factor shall be "unsatisfactory;" however, it may have been necessary to get the A-E to make some resubmittals in order to remedy unacceptable work.

d. Below Average. One or more significant rating factors are rated "unsatisfactory." An unusual amount of extra effort and follow-up on the part of the Government was required in order to get an acceptable design package.

e. Poor. This rating is appropriate for A-Es that do not produce acceptable work despite extensive effort by the Government. This rating will be automatic for all contracts terminated for default.

10. Responsibilities, Routing and Filing.

a. Appendix D outlines general responsibilities and internal approval of completed ENG Form 1421-R (TEST). All performance evaluations are to be routed through the A-E Contracts Support Section (CEMRO-ED-MG) for final

review. The A-E Contracts Support Section is responsible for electronically transmitting the performance evaluation to the Architect-Engineer Contracts Support System (ACASS) database within seven days of the reviewing official's signature.

b. Original signed ENG Form 1421-R (TEST), will be maintained in the official contract file. The A-E Contracts Support Section is responsible for providing a copy of all performance evaluations, including revisions, to the A-E within 15 days after signature by the reviewing official.

11. Termination. Performance evaluations will be prepared for contracts that are terminated for any reason prior to completion of work, if the contract value at termination exceeds \$25,000 or if the contract was terminated for default.

12. A-E Performance. It is the objective of the Government, and more specifically the Corps of Engineers, to exclude from future work those firms who have performed poorly on a contract with the Government. The consequences of a poor or below average performance evaluation are dire and it is incumbent upon the Government to ensure such an evaluation is fairly and appropriately made. It is very important the TM identify the problems early and the COR is effectively involved in the attempt to correct any problems.

13. Recognition of Superior Performance (Excellent Rating). A commendatory letter to the A-E is to be prepared expressing appreciation for the superior performance exhibited in executing the contract (Appendix E). This letter is to be prepared by the TM for the District Engineer's signature and accompany ENG Form 1421-R (TEST).

14. Unsatisfactory Performance. Similar to the responsibilities incumbent upon a supervisor, the TM must deal effectively and timely with any performance problems. The A-E must be offered the opportunity to improve performance prior to completion of contract performance. A log should be maintained regarding any discussions with the A-E regarding quality, completeness, untimeliness, etc. The COR must be apprised early of any concerns regarding unsatisfactory performance.

a. During the conduct of a study or design, some examples of typical problem areas are inordinately late submittals, technically poor quality of design, failure to comply with design guidance, failure to comply or incorporate review comments, refusal or lack of good faith in negotiating a fair and reasonable change to the contract, failure to incorporate project criteria into the design or study, inadequate or incomplete submittals, and failure to reasonably design within programmed project costs.

b. During construction it is essential for the TM to stay in touch with Construction Division and the Area Office and continue to work issues and problems with the A-E directly. Some areas that may lead to the issuance of an unsatisfactory performance evaluation during construction include an excessive number and value of modifications due to design errors or omissions. The Corps of Engineers is establishing a goal of 1.5 percent cost growth or less for all clear determinations of gross negligence in the A-E's design, habitual late review of shop drawing submittals, poor support from the A-E on requests for interpretations or changes to the plans and specifications, and refusal or lack of good faith in negotiating changes to the design.

15. Procedures for Unsatisfactory Rating. The procedures below are for handling unsatisfactory performance ratings (below average or poor). TMs should immediately notify the A-E at the onset of any unsatisfactory performance. All telephone conversations and correspondence with the A-E relating to their deficient performance should be properly documented. Documentation may serve as proof that an unusual amount of extra effort and follow-up on the part of the Government was required in order to get an acceptable design package.

a. Letter of Intent. The TM is to prepare a Letter of Intent (Appendix G) to the A-E stating the deficiencies which have led to their unsatisfactory rating. This letter shall be prepared at the onset of this determination. The A-E should be offered 30 days to respond in writing. This letter is to be signed by the COR with a copy forwarded to the Chief, Engineering Division, and Chief, A-E Contracts Support Section.

b. Notification Letter. After careful review and analysis of the A-E's response, the TM and COR must determine whether a "below average," "poor," or higher rating is justified. If they determine a below average or poor rating is justified, an evaluation will be prepared documenting their unsatisfactory performance. A brief summary of the deficiencies shall be given in Item 20, "Remarks." A letter shall be written to the A-E notifying him of the rating, enclosing a copy of the evaluation (unsigned) and other supporting documentation (Appendix H). This letter is to be coordinated through A-E Contracts Support Section, signed by the COR, and sent Certified Mail.

(1) The A-E shall be told in the letter if the firm wishes to appeal the rating, the firm must respond within 15 days of receipt of the letter. Also, the A-E shall be told of the firm's right to have comments entered into the "Remarks" Section of the evaluation. If the A-E does not respond within the allotted time, the evaluation shall be finalized and distributed.

(2) If the A-E chooses to appeal the rating, a time shall be set for a meeting with the District Engineer or his deputy. This meeting should be scheduled within 30 days of the A-E's receipt of the notification letter.

DM 1110-1-3
15 Jun 94

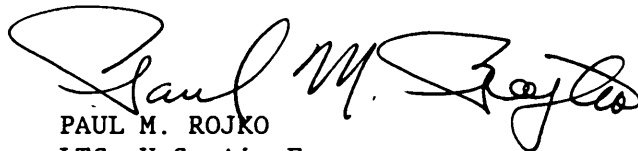
(3) Following the meeting with the A-E, the District Engineer shall assign an overall performance rating. If the decision of the District Engineer is that a "below average" rating is justified, the A-E shall be provided a copy of the evaluation and notified the decision of the District Engineer is final and cannot be appealed. If the rating is "poor," the A-E shall be told the firm can appeal to the Commander of the Missouri River Division, and told to respond within 15 days of the date of receipt of the letter if the firm wishes to exercise that right.

(4) If the A-E wishes to appeal a "poor" rating, Division Commander shall be notified and arrangements made to brief the Commander, or his representative, prior to meeting with the A-E. This meeting shall be held within 30 days following the A-E's meeting with the District Engineer.

(5) Performance evaluations that are contested by A-Es shall not be transmitted to the ACASS Center until the dispute is resolved.

16. Transfer of TM. If a TM transfers, retires, etc., the TM will prepare an Interim Performance Evaluation on all projects for which design is 35% or more complete. These interim evaluations will be given to the new TM with a copy to CEMRO-ED-MG for local retention (a copy will not be provided to ACASS).

FOR THE COMMANDER:



PAUL M. ROJKO
LTC, U.S. Air Force
Deputy Commander

8 Appendices

APP A - ENG F. 1421-R(TEST)
APP B - Instr for ENG F. 1421-R(TEST)
APP C - MRO F. 1555
APP D - Responsibilities and Appr of
 A-E Evals
APP E - Sample - Exc Rating Ltr
APP F - Sample - Above Avg Rating Ltr
APP G - Sample - Ltr of Intended Unsat
 Rating Ltr
APP H - Sample - Below Avg or Poor
 Rating Ltr

DISTRIBUTION:

D

15 Jun 94

APPENDIX A

PERFORMANCE EVALUATION (ARCHITECT-ENGINEER)

A-E CONTRACTOR ID NUMBER
(For ACASS use only)

1 A-E CONTRACT NUMBER

2 CONSTRUCTION CONTRACT NUMBER

IMPORTANT: Be sure to complete Performance section on reverse. If additional space is necessary for any item, use Remarks section on reverse.

3 TYPE OF EVALUATION		4 PROJECT NUMBER	5 DELIVERY ORDER NUMBER(S) (If applicable)
3a PHASE OF COMPLETION <input type="checkbox"/> INTERIM (____%) <input type="checkbox"/> FINAL	3b CHECK ONE <input type="checkbox"/> DESIGN <input type="checkbox"/> ENGINEERING SERVICES <input type="checkbox"/> CONSTRUCTION	3c CHECK IF APPLICABLE <input type="checkbox"/> TERMINATION (Explain in REMARKS on reverse)	

6 NAME AND ADDRESS OF A-E CONTRACTOR

7a PROJECT TITLE AND LOCATION

7b DESCRIPTION OF PROJECT IF NOT EXPLAINED BY TITLE

8 NAME, ADDRESS AND PHONE NUMBER OF OFFICE RESPONSIBLE FOR:

8a SELECTION OF A-E CONTRACTOR

8b NEGOTIATION/AWARD OF A-E CONTRACT

8c ADMINISTRATION OF A-E CONTRACT

8d ADMINISTRATION OF CONSTRUCTION CONTRACT

9. A-E CONTRACT DATA

9a TYPE OF WORK PERFORMED BY A-E (DESIGN, STUDY, ETC.)

9b TYPE OF A-E CONTRACT

☐ FIRM FIXED PRICE ☐ INDEFINITE DELIVERY/INDEFINITE QUANTITY
☐ COST-REIMBURSEMENT ☐ OTHER (Specify)
9c PROJECT COMPLEXITY
☐ DIFFICULT ☐ ROUTINE

9d PROFESSIONAL SERVICES CONTRACT

INITIAL A-E FEE

A-E CONTRACT MODIFICATIONS

NO

AMOUNT

TOTAL A-E FEE

\$

\$

\$

9e A-E CONTRACT AWARD DATE

9f NEGOTIATED A-E CONTRACT COMPLETION DATE
(OR NUMBER OF DAYS) (Including extensions)9g ACTUAL A-E CONTRACT COMPLETION DATE
(OR NUMBER OF DAYS)

9f1 COMPLETION DATE

9f2 NUMBER OF DAYS

9g1 COMPLETION DATE

9g2 NUMBER OF DAYS

10 CONSTRUCTION CONTRACT DATA

(Not applicable at completion of design or engineering services not involving construction.)

10a CONSTRUCTION COSTS	10a(1) AUTHORIZED CONSTRUCTION COST \$	10a(2) A-E ESTIMATE FOR BID ITEMS AWARDED \$	10a(3) AWARD AMOUNT \$
10b DATA AT TIME OF CONSTRUCTION COMPLETION (Completion date _____)	NUMBER		TOTAL COST
10b(1) CONSTRUCTION MODIFICATIONS			\$
10b(2) CONSTRUCTION MODIFICATIONS ARISING FROM DESIGN DEFICIENCIES			\$

11. A-E LIABILITY

☐ NONE☐ PENDING

\$

☐ SETTLEMENT

\$

12. OVERALL RATING

☐ EXCELLENT ☐ ABOVE AVERAGE ☐ AVERAGE ☐ BELOW AVERAGE ☐ POOR

13. RECOMMENDED FOR FUTURE CONTRACTS?

☐ YES ☐ CONDITIONALLY ☐ NO (Explain no or conditional in REMARKS on reverse)

14a NAME, TITLE AND OFFICE OF RATING OFFICIAL

15a NAME, TITLE AND OFFICE OF REVIEWING OFFICIAL

14b SIGNATURE

14c DATE

15b SIGNATURE

15c DATE (Official Report date)

AGENCY USE (Distribution, etc.)

ENG Form 1421-R(TEST), Sep 89

16. QUALITY OF A-E SERVICES BY DISCIPLINE
 (Completion mandatory for both DESIGN and CONSTRUCTION phases evaluations and Engineering Services Evaluations)

16a. DISCIPLINES (If applicable)	DESIGN/SERVICES			CONSTRUCTION			16b. DISCIPLINE, NAME AND ADDRESS OF KEY CONSULTANT(S) (If applicable)
	OUT- STANDING	SATIS- FACTORY	UNSATIS- FACTORY	OUT- STANDING	SATIS- FACTORY	UNSATIS- FACTORY	
ARCHITECTURAL							
STRUCTURAL							
CIVIL							
MECHANICAL							
ELECTRICAL							
FIRE PROTECTION							
SURVEY AND MAPPING							
COST ESTIMATING							
VALUE ENGINEERING							
ENVIRONMENTAL ENGINEERING							
GEOTECHNICAL ENGINEERING							
MASTER PLANNING							

17. DESIGN PHASE OR ENGINEERING SERVICES:
 (Quality of A-E Services Evaluation)

ATTRIBUTES	N/A	OUT- STANDING	SATIS- FACTORY	UNSATIS- FACTORY
THOROUGHNESS OF SITE INVESTIGATION				
QUALITY CONTROL PROCEDURES AND EXECUTION				
PLANS/SPECS ACCURATE AND COORDINATED				
PLANS CLEAR AND DETAILED SUFFICIENTLY				
MANAGEMENT AND ADHERENCE TO SCHEDULES				
MEETING COST LIMITATIONS				
SUITABILITY OF DESIGN OR STUDY RESULTS				
SOLUTION ENVIRONMENTALLY SUITABLE				
COOPERATIVENESS AND RESPONSIVENESS				
QUALITY OF BRIEFING AND PRESENTATIONS				

18. HOW MANY 100% FINAL RESUBMITTALS WERE REQUIRED BECAUSE OF POOR A-E PERFORMANCE? _____

19. CONSTRUCTION PHASE:
 (Quality of A-E Services Evaluation)

ATTRIBUTES	N/A	OUT- STANDING	SATIS- FACTORY	UNSATIS- FACTORY
PLANS CLEAR AND DETAILED SUFFICIENTLY				
DRAWINGS REFLECT TRUE CONDITIONS				
PLANS/SPECS ACCURATE AND COORDINATED				
DESIGN CONSTRUCTIBILITY				
COOPERATIVENESS AND RESPONSIVENESS				
TIMELINESS AND QUALITY OF PROCESSING SUBMITTALS				
PRODUCT AND EQUIPMENT SELECTIONS READILY AVAILABLE				
TIMELINESS OF ANSWERS TO DESIGN QUESTIONS				
FIELD CONSULTATION AND INVESTIGATIONS				
QUALITY OF CONSTRUCTION SUPPORT SERVICES				

20. REMARKS (Attach additional Sheet(s) or Documentation if necessary)

APPENDIX B

**INSTRUCTIONS FOR COMPLETING
PERFORMANCE EVALUATION ENG FORM 1421-R (TEST)**

Item 1. **A-E CONTRACT NUMBER.** Record the full A-E contract number with no dashes; e.g.: DACA4593C0096.

Item 2. **CONSTRUCTION CONTRACT NUMBER.** Record the full Construction Contract number (same as above).

Item 3a. **PHASE OF COMPLETION.** Check the "interim" box for any performance evaluation made prior to completion of a project phase (i.e., design or engineering services or construction) and enter the percent of phase completion. Interim evaluations are used: (1) to give the A-E notice that performance is unsatisfactory, (2) for delivery orders issued under an IDT contract, except the final one, (3) at the completion of a contract period of an IDT contract (except for the final period), and (4) when the project or contract is terminated prior to the completion of design. Check "Final" if the evaluation is made at completion of a project phase.

Item 3b. **CHECK ONE.** Check "Design" if the evaluation is made during after completion of A-E services for design of construction. Check "Engineering Services" if the A-E services are not directly associated with design of construction. Check "Construction" if the evaluation is made during or after completion of construction.

Item 4. **PROJECT NUMBER.** Enter project designation as shown in the contract.

Item 5. **DELIVERY ORDER NUMBER(S).** Indicate the delivery order number for which evaluation has been prepared. If evaluation covers more than one delivery order, this should be stated in the "Remarks" Section of the evaluation.

Item 6. **NAME AND ADDRESS OF A-E CONTRACTOR.** Record the full name and address of the A-E, as shown in the contract.

Item 7a. **PROJECT TITLE AND LOCATION.** This item should contain the full official title of the project and location. This will normally be shown on the contract.

Item 7b. **DESCRIPTION OF PROJECT.** Provide a brief description if the project name does not describe the project. List any special features, such as Tempest, special security measures, fire protection systems, etc. If more space is needed, continue under Item 20, "Remarks."

Item 8. **NAME, ADDRESS AND PHONE NUMBER OF OFFICE RESPONSIBLE FOR:** List the major organizational element of the contracting activity responsible for each function. For example:

- (1) CEMRO-ED-MG/402-221-4176
- (2) CEMRO-CT/402-221-4189
- (3) CEMRO-ED-E/402-221-0000
- (4) CEMRO-CD/402-221-0986

Item 9d. **PROFESSIONAL SERVICES CONTRACT.** The initial A-E fee should include the basic contract fee plus any options awarded before the time of evaluation. Under an IDT contract, the initial fee is the sum of delivery order fees for delivery orders being evaluated. Do not include contract or delivery order modifications in the initial fee amount. A-E contract modifications should include all additional work not negotiated at the time of contract or delivery order award. The total A-E fee is the sum of the initial fee and the modifications.

Items 9f, g. **NEGOTIATED/ACTUAL A-E CONTRACT COMPLETION DATE (OR NUMBER OF DAYS).** Report either negotiated/actual completion dates or number of days; not both. Include extensions. In the event that the evaluation is for more than one project, as would be the case if for more than one delivery order, report performance on the basis of total number of days. The "number of days" is the total period negotiated for the A-E's work. It does not include Government review time, other design stop periods, or other Government-caused delays.

Item 10b. **DATA AT THE TIME OF CONSTRUCTION COMPLETION (COMPLETION DATE).** This is the date of physical completion of the construction contract (AMPRS Data Item 0435, Construction Contract Completion Date - Actual). Enter AMPRS Data Item 440, Construction Completion Date - Current, if the evaluation is made prior to actual completion.

Item 10b(1). **CONSTRUCTION MODIFICATIONS.** Record the number and total cost of all completed construction modifications, regardless of cause.

Item 11. **A-E LIABILITY.** This item will be completed with the concurrence of the A-E Responsibility Review Coordinator. Check "None" if there are no known deficiencies, or if there are and the CO has decided no action will be taken against the A-E. Do not check any box if there are deficiencies and a determination on liability has not been made, but do make a statement to this effect in Item 20, "Remarks." Check "Pending" if the CO has determined action will be taken to recover damages from the A-E. Give the amount of damages if known at the time the evaluation is made. If a liability case against the A-E has been settled, check "Settlement" and enter the value.

Item 12. **OVERALL RATING.** The overall rating shall be consistent with ratings of performance elements in blocks 16 through 19. Guidelines on page 3 of DM 1110-1-3 should be followed when determining the overall rating.

Item 13. **RECOMMENDED FOR FUTURE CONTRACTS?** Remarks explaining conditional recommendation for future contracts shall be very specific; e.g., "not recommended for future contracts if landscape architecture is a critical element of the project."

Item 14a. **NAME, TITLE AND OFFICE OF RATING OFFICIAL.** This is the person who is responsible for the day-to-day administration of the A-E contract. Normally this will be the TM at completion of design and the area engineer at completion of construction. Give the name of the office (section, branch, division); not just the office symbol.

Item 15. **NAME, TITLE AND OFFICE OF REVIEWING OFFICIAL.** The reviewing official shall be the COR responsible for technical administration of the A-E contract. In case of unsatisfactory ratings, it will be the District or Division Commander, or their representative.

Item 16a. **DISCIPLINES.** Rate all disciplines involved in the technical work to a significant degree. If other disciplines are applicable, list on blank lines.

Item 17. **DESIGN PHASE OR ENGINEERING SERVICES.** Unsatisfactory ratings should be given for any aspect of the work that was not completed in accordance with the scope-of-work, or that required an excessive amount of Government effort to get the A-E to bring the design up to an acceptable level of quality. An outstanding rating should be given only if the quality of work is clearly superior to that which would be expected from a competent A-E.

Item 19. **CONSTRUCTION PHASE.** Area engineers are responsible for addressing these attributes. Any unsatisfactory ratings given must be adequately described under Item 20, "Remarks."

Item 20. **REMARKS.** This space is provided to focus or expand upon any particular aspect of the quality of the A-E services. Comments should be tailored to be of maximum usefulness to selection boards considering this A-E for future work. Also, if the effectiveness of the A-E's project management is not adequately covered by Items 17 and 19, add comments here as needed.

FOR OFFICIAL USE ONLY (WHEN DATA ENTERED)

NAME OF A-E	CONTRACT NO.	PROJECT DESCRIPTION/LOCATION

**Excellent or Poor Rating Given Must Be Explained on Reverse Side of Form.*

DISCIPLINES (Design Phase _____ or Construction Phase _____) (Check Where Appropriate)	OUT- STANDING	SATIS- FACTORY	UNSATIS- FACTORY
Architectural			
Structural			
Civil			
Mechanical			
Electrical			
Fire Protection			
Survey and Mapping			
Cost Estimating			
Value Engineering			
Environmental Engineering			
Geotechnical Engineering			
Master Planning			
Other (Specify Disciplines Not Listed)			
DESIGN PHASE OR ENGINEERING SERVICES			
Thoroughness of Site Investigation			
Quality Control Procedures and Execution			
Plans/Specs Accurate and Coordinated			
Plans Clear and Detailed Sufficiently			
Management and Adherence to Schedules			
Meeting Cost Limitations			
Suitability of Design or Study Results			
Solution Environmentally Suitable			
Cooperativeness and Responsiveness			
Quality of Briefing and Presentations			
CONSTRUCTION PHASE (Complete when appropriate)			
Plans Clear and Detailed Sufficiently			
Drawings Reflect True Conditions			
Plans/Specs Accurate and Coordinated			
Design Constructibility			
Cooperativeness and Responsiveness			
Timeliness/Quality of Processing Submittals			
Product/Equipment Selections Readily Available			
Timeliness of Answers to Design Questions			
Field Consultation and Investigations			
Quality of Construction Support Services			

DM 1110-1-3

APP C

15 Jun 94

Name, Address and Discipline(s) of Key Consultant(s) Used in Completing this Project:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Remarks:

SIGNATURE/TITLE OF REVIEWER

DATE

APPENDIX D

RESPONSIBILITIES AND INTERNAL APPROVAL
OF COMPLETED A-E PERFORMANCE EVALUATIONS

<u>Rating</u>	<u>Rating Official</u>	<u>Reviewing Official</u>	<u>Supplemental Action</u>
EXCELLENT	TM, Engr Div (Design Review) Area Engineer (Constr Review)	COR	Mandatory letter prepared by TM forwarding copy of evaluation, stating aspect of performance that merited "excellent" rating. Letter should be prepared for DE's signature and accompany Form 1421 when forwarded to A-E Contracts Support Section (APP E).
ABOVE AVERAGE	TM, Engr Div (Design Review) Area Engineer (Constr Review)	COR	Letter prepared by TM for Chief, A-E Contracts Support's signature and should accompany Form 1421 (APP F).
AVERAGE	TM, Engr Div (Design Review) Area Engineer (Constr Review)	COR	Letter will be prepared by A-E Contracts Support Section forwarding copy of evaluation to A-E.
BELOW AVERAGE	TM, Engr Div (Design Review) Area Engineer (Constr Review)	District Engineer	After notifying A-E of intended unsatisfactory rating, it is determined that a "below average" rating is justified, A-E should be informed and provided a copy of the performance evaluation (unsigned). A-E should also be given an opportunity to meet with the DE or add comments in the Remarks Section of the evaluation. Correspondence should be prepared by the TM for the COR's signature with coordination through A-E Contracts Support Section and the DE (APP H). D-E's decision on "below average" rating is final.
POOR	TM, Engr Div (Design Review) Area Engineer (Constr Review)	District Engineer	Same as above. However, if after meeting with the DE, the decision is to give the A-E a "poor" rating, the A-E should be informed they can appeal rating to Division Commander

DM 1110-1-3
15 Jun 94

APPENDIX E

Design Branch

Howard Clifford and Company
8900 Western Avenue
Kansas City, Missouri 98760

Gentlemen:

Enclosed is a copy of your firm's Architect-Engineer Performance Evaluation for design services for the Omaha District under Contract DACA45-93-C-0099.

I am extremely pleased with the design of the Multi-Purpose Range Facility at Fort Carson, Colorado. Your firm implemented a digital terrain model program as no suitable program existed at the time of design. The program proved highly successful, saving thousands of dollars in construction earthwork.

Your ability to complete such a large, complicated project on schedule and within budget is particularly impressive. I am also appreciative of the responsiveness, enthusiasm and aggressiveness displayed by your design team throughout the project.

It is my pleasure to commend your firm for an outstanding performance, and wish you success in your future endeavors.

Sincerely,

Michael S. Meuleners
Colonel, Corps of Engineers
District Engineer

Enclosure

CF:
CEMRO-CT
CEMRO-ED
CEMRD-ED-CV

SAMPLE - EXCELLENT RATING

DM 1110-1-3
15 Jun 94

APPENDIX F

Military/Civil Engineering
Management Branch

Mark Hanson, Incorporated
1245 Lincoln Street
Omaha, Nebraska 68123

Gentlemen:

Enclosed is a copy of your firm's Architect-Engineer Performance Evaluation for design services under Contract DACA45-90-C-8889.

The Omaha District is pleased with the quality of services your firm provided in design of the new Gym Facility at Offutt Air Force Base, Nebraska. Your cooperation and responsiveness to changes presented throughout the design is commendable.

Sincerely,

Jerry L. Hodgson, P.E.
Chief, A-E Contracts Support Section
Engineering Division

Enclosure

CF:
CEMRO-CT
CEMRO-ED-MG
CEMRD-ED-CV

SAMPLE - ABOVE AVERAGE RATING

DM 1110-1-3
15 Jun 94

APPENDIX G

Environmental Branch

Smith, Berg and Associates
117 North Street
Rapid City, North Dakota 12345

Gentlemen:

Reference Contract DACA45-87-C-0099 for the Predesign Studies at the Lanworth Landfill Superfund Site in Chester County, Missouri.

This letter is to inform you of our intent to give your firm an unsatisfactory rating for this contract. This rating is the result of schedule delays, cost overruns, and violations in proper health and safety procedures during the contract period. These performance deficiencies were brought to your attention throughout the course of the contract and still were never sufficiently corrected.

Our final evaluation on your performance will begin 30 days from receipt of this letter. It is very important such an evaluation be fairly and appropriately made. Any relevant information or response you may wish to submit should be received in this office prior to that time.

Sincerely,

John A. Barr, P.E.
Authorized Representative
of the Contracting Officer

CF:
CEMRO-CT
CEMRO-DE
CEMRO-ED
CEMRO-ED-MG

SAMPLE - LETTER OF INTENDED UNSATISFACTORY RATING

APPENDIX H

Environmental Branch

CERTIFIED MAIL

Smith, Berg and Associates
117 North Street
Rapid City, North Dakota 12345

Gentlemen:

Reference Contract DACA45-87-C-0099 for the Predesign Studies at the Lanworth Landfill Superfund Site in Chester County, Missouri.

Thank you for your response to our March 9, 1993, letter regarding our intent to report an unsatisfactory rating for your firm's performance relating to the above referenced project.

After careful review and analysis of all relevant information, it has been determined a below average rating is justified. A copy of this evaluation is enclosed for your review.

In accordance with Federal Acquisition Regulation 36.604 and Headquarters United States Army Corps of Engineers Commander's Policy Memorandum dated May 28, 1991, you are to be offered the opportunity to meet with the Commander if you wish to appeal this rating. Please contact Mr. Jerry Hodgson at (402) 221-4819 within 15 days of receipt of this letter to schedule a meeting if you intend to challenge this evaluation.

If you choose not to appeal this rating to the Commander, you may submit any comments you care to make to be included in the "Remarks" Section of the performance evaluation form. Limit your response to one typewritten page and submit to this office within 15 days of receipt of this letter. Please direct this correspondence to the attention of Mr. Hodgson (CEMRO-ED-MG). After that date, the final evaluation will be entered into the Architect-Engineer Contracts Administration System database.

Sincerely,

John A. Armstrong
Authorized Representative
of the Contracting Officer

Enclosure

CF:
CEMRO-CT
CEMRO-DE
CEMRO-ED
CEMRO-ED-MG